

POLICY & RESOURCES COMMITTEE

Minutes of a meeting of the **Policy & Resources Committee**, held on **Tuesday 26th October 2021** at 7.00pm at the Sambrook Centre, Stirchley.

Present: Councillors: T Wood (Chair), ARH England, J G Loveridge, S Vaughan-Hodkinson, G Sinclair, C Turley, H Unwin and A Watkin.

Also Present: S Middleton - Deputy Clerk, C Higgins - Responsible Finance Officer and C Corbett - Committee Secretary.

Public Open Session

There were no members of the general public present.

PR/21/16 APOLOGIES

Apologies were received from Cllr G Sinclair (away from the area) S Roberts (illness) and J G Loveridge (hospital treatment)
Cllr H Unwin was also unable to attend the Committee
There were also no Declarations of Interest.

PR/21/17 MINUTES

It was proposed by Cllr C Turley and seconded by Cllr ARH England and **RESOLVED – that the minutes of the previous meeting held on 27th July 2021 be approved as a correct record and signed by the Chair.**

PR/21/18 MATTERS ARISING

None

PR/21/19 CLERK'S REPORT

The Deputy Parish Clerk presented a report that outlined a number of matters including :- The Gardening Scheme - The work on the gardening Scheme had gone well in the summer. The Parish Environmental Team (PET) was to consider what changes and/or enhancements they would like to see next year, for consideration as part of the Strategic Review process.

Staff Christmas Celebration - Each year, the staff organised their own Christmas celebration on an evening in the run up to Christmas. It was usual for the team to book a pub or hotel venue. However, to make funds stretch further, they were mindful to use The Sambrook Centre in 2021 and organise for food/drink to be brought/bought in from a caterer. This would take place outside office hours, of course.

Upkeep of the Sambrook Centre - During the recent poor weather, when the PET had been unable to operate outside, work had been undertaken smartening up the Sambrook Centre interior. A large amount of rubbish had been removed, some surplus items given to other bodies for reuse and the remainder stored more successfully. With many areas of the Centre starting to look tatty, and next to no surplus paint from when the Centre was last decorated, the interior is being refreshed, principally using the "Parish colours" of green and white. Some of the old murals etc were now looking dated. New artwork was going to be created in the Rainbow Room, where youth

activities were centred. The pictures by the late Terry Taylor in the Studio were going to be preserved in some form, as yet to be decided, to which end the Parish Team would be working in consultation with Terry's wife. As usual, there would be several small maintenance jobs undertaken around the building during the winter.

Room Booking system - The booking system had been worked on and refined over the summer, allowing bookings to be made online from the website, going forward.

Christmas Lights - After a decision being taken by the Community and Environment Committee, there would be no Christmas lights in the tree outside the Sambrook Centre this year. However, with the stock of lights being returned to the Parish from the previous contractor, and with there being a significant supply of Christmas Lights already being held at The Sambrook Centre, it was expected/intended that a suitably cheerful and extensive display would be set up on the exterior of the building during the festive season.

There were no further comments from Members.

PR/21/20

FINANCIAL REPORTS

The Committee received reports for October on the following :- the Receipts and Payments, and the Monthly Cashflow.

It was proposed by Cllr C Turley and seconded by Cllr ARH England and **RESOLVED – that the Receipts & Payments report, and the Monthly Cashflow report, as presented, be approved.**

Payments exceeding £500

It was proposed by Cllr C Turley and seconded by Cllr S Vaughan-Hodkinson and **RESOLVED – the payments to Telford Park School (Gas & Electric for Jan-Mar '21) £1171.37, Telford Park School (Gas & Electric for Apr-Oct '21) £5466.17 and Citizens Advice Service for Oct'21 to Mar'22) £2000 be approved.**

Signatories for transactions –

It was proposed by Cllr S Vaughan-Hodkinson and seconded by Cllr A England and **RESOLVED – that Cllrs JG Loveridge, A Watkin, C Turley, and G Sinclair as Authorised Signatories to the Bank of Scotland On-Line Account, be approved.**

PR/21/21

CODE OF CONDUCT

The Committee considered a report from the Parish Clerk in which he stated that the Telford & Wrekin Council had recently adopted the Local Government Association revised Code of Conduct. Members were requested to similarly adopt the LGA Code for use at Stirchley & Brookside Parish Council.

Members were supportive of the proposal as presented, and pleased to adopt the same Code as recently adopted by Telford & Wrekin Council.

Cllr A England referred to the "Ledbury Judgement" that identified the rights of Councillors in any cases relating to the Code of Conduct. Furthermore, Cllr A Watkin commented that the numbering of the document referred to only pages "1-17 of 19" and was advised that the document before the Committee was exactly as received.

It was proposed by Cllr S Vaughan-Hodkinson and seconded by Cllr ARH England and **RESOLVED that the Code of Conduct document (Pages 1-17 Of 19) as presented be adopted for Stirchley & Brookside Parish Council.**

Cllr A Watkin abstained from the voting and wished his action be recorded in the minutes.

PR/21/22 **PENSIONERS CHRISTMAS PARTY**

The Deputy Parish Clerk explained that there was an opportunity to vire monies from the Christmas Lights budget to the Christmas events budget to enable more pensioners to attend the event. An amount of £200 was suggested to be vired across to facilitate a further Coach for the event to maintain social distance during travel to the event. It was proposed by Cllr C Turley and seconded by Cllr ARH England and **RESOLVED that an amount of £200 be vired from the Christmas Lights budget to the Pensioners Christmas Party budget to accommodate the cost of a further Coach to facilitate social distance measures.**

PR/21/23 **CITIZENS ADVICE**

A document, that outlined the level of services that the Citizens Advice Service could offer the Parish Council in the future, was presented to the Committee. Members were satisfied with the current level of service that being the 5 day a week Priority Phone Package. The level could be increased in the future if deemed necessary.

It was proposed by Cllr C Turley and seconded by Cllr S Vaughan-Hodkinson and **RESOLVED that the 5 Day a Week Priority Phone Package, as currently received, be maintained.**

PR/21/24 **MINUTES OF COMMITTEES**

The meeting received, for information, the minutes of the Community & Environment Committee held on 7th September 2021.

PR/21/25 **CORRESPONDENCE** – To receive any correspondence requiring action – none

PR/21/26 **COUNCILLORS REPORTS** - To receive reports on matters relating to the Committee – Cllr C Turley stated that he was due to undertake his usual “walkabout” in the Parish, with officers, on Monday.

PR/21/27 **EXCLUSION OF THE PRESS & PUBLIC**

It was proposed by Cllr C Turley and seconded by Cllr S Vaughan-Hodkinson and **RESOLVED that that the press and public be excluded from the meeting for the following item of business on the grounds that it may involve the likely disclosure of exempt information in relation to any individual, as defined in paragraph 1, and/or information relating to financial or business affairs, as defined in paragraph 3, Part 1 of Schedule 12A of the Local Government Act '72.**

PR/21/28 **PERSONNEL SUB-COMMITTEE**

The Deputy Parish Clerk outlined the decision of the sub-committee to outsource the current Community Events Officer for 15hrs per week to the Brookside Big Local organisation. The move was to help in the understaffing due to adoption leave given to the Big Local Manager.

Meeting finished at 8.20 pm

Chair

Date